



## **Gallatin County DUI Task Force**

104 East Main, Ste 313 – Bozeman – 59715 406-585-1492

[info@gallatinduitaskforce.us](mailto:info@gallatinduitaskforce.us)

### **Mini-grant instructions, Fiscal 2011**

Your mini-grant must fit within the scope of work of the DUI Task Force.

#### **Your Gallatin County DUI Task Force**

Is a citizens group appointed by the Gallatin County Commissioners to develop public education, awareness, and enforcement projects to reduce the number of alcohol related crashes and deaths in Gallatin County.

The Task Force is totally self-supporting, funded through DUI license reinstatement fees paid by DUI offenders.

#### **The DUI Task Force studies the problem of alcohol-related traffic incidents and recommends a program to**

- Prevent driving while under the influence of alcohol
- Reduce alcohol-related traffic crashes
- Educate the public on the dangers of driving after consuming alcoholic beverages or other chemical substances that impair judgment and motor function.
- Gather and disseminate statistical information regarding DUI in Gallatin County.

#### **Through programs like:**

- DUI Overtime Patrols and Safety Checks
- Cameras in Patrol Cars
- Late Night Streamline
- "DUI, You can't afford it" roadside signs
- Presentations to local policy makers
- Demonstrations of Fatal Vision Goggles
- Supporting alcohol-free events, particularly for youth
- Creation of educational materials distributed county-wide
- "Swimming Upstream" for changing how our community "shows up" around issues of alcohol/drug use and abuse
- Informational news items and editorials
- Working in coalitions with other prevention organizations.

**If your project supports the character and mission of the Gallatin County DUI Task Force, Apply for a mini-grant by following these simple steps:**

1. Consider how your project supports the DUI Task Force mission or vision, described above. Our annual plan is posted on our website at: [www.gallatinduitaskforce.info](http://www.gallatinduitaskforce.info) Look under "DUI in Gallatin County."
2. For Law Enforcement requests, please use the "Money Request Form"
3. Fill in this questionnaire and complete the money request form. If your grant request is for a purchase totally over \$1000, you will need to fill out a form showing you solicited bids on that item.
4. Include a sample advertisement/press release with the application that credits the Gallatin County DUI Task Force for funding equipment purchases or underwriting your project or activity. *You will be expected to submit this to local media when your project is funded and to show that you have done so before you receive your funding.*
5. Send your application saved as a Word file to the Task Force coordinator. The Coordinator will confirm when you will be able to present your mini-grant to the Task Force. The meeting schedule is available on the Task Force website under "calendar" and is generally the third Wednesday of each month.
6. Plan to attend the meeting when your mini-grant is presented to answer any questions. Please bring ten copies of your proposal. The Task Force will vote on the mini-grant at the following meeting.
7. Funds will only be distributed for approved projects and *reimbursements cannot cover costs above the approved amount.* Again, remember that is your responsibility to issue a press release about your project and to submit that press release along with your request for funding.
8. When your project is complete, please attend a Task Force meeting to report on how it went.
9. It is your responsibility to monitor your commitments under this agreement.

**How to process your Gallatin County DUI Task Force Mini-Grant**

- 1) Send your documentation of costs as both a letter of thanks for the award, with reimbursement details (Who should the check be made out to? Where should it be mailed) along with any relevant invoices or receipts to the DUI Task Force office at : 104 East Main, Ste 313; Bozeman. Mt. 59715. *Allow up to a month for reimbursement.*
- 2) Submit your report and evaluation of your project, along with documentation of a press release and when it ran. Your funds will not be distributed until these items have been returned to Gallatin County DUI Task Force office. If you require up front funding for a project, you will need to prepare a schedule for how and when you will fulfill your responsibilities as outlined above.

Following are the: 1) Equipment/Project/ Activity Questionnaire; 2) Money Request Form; and 3) Final Report and Evaluation Form. Please include the name of your project and your agency on each page. You may also download these as Word Documents so that you can type in your answers.

**Equipment/Project/Activity Questionnaire**

Equipment/Event Questionnaire for: (Agency Name)

Date of application:

Contact Person:

Address/Phone:

Email:

Website:

Equipment/Project/ Activity Description and Dates:

How will this equipment/activity/project help prevent DUI?

Who will benefit and what is the anticipated number of participants (or scope/ reach)?

Where, how & when will you issue a press release announcing the funding for your project if your min-grant is approved?

Would you still sponsor this event/project if not funded by the Gallatin County DUI Task Force? ☐Yes ☐No

What other funding options have you pursued?

Are you willing to show three bids on any equipment purchase?

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- end of funding questionnaire -

## Money Request Form

Agency /Name:\_\_\_\_\_

Contact Person:\_\_\_\_\_

Address/Phone/Email: \_\_\_\_\_

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Equipment/ Activity/Project: \_\_\_\_\_

Please list all items needed or applicable. Please be as specific as possible in requesting funds.

### List all Expenses

a) _____	\$ _____
b) _____	\$ _____
c) _____	\$ _____
d) _____	\$ _____
e) _____	\$ _____
f) _____	\$ _____
g) _____	\$ _____
h) _____	\$ _____
i) _____	\$ _____
j) _____	\$ _____

Sub Total \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Final Total \$ \_\_\_\_\_

Additional comments:\_\_\_\_\_

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**-end money request form-**

**Final Report and Evaluation To Be Submitted with final invoicing**

Agency/Sponsor of Project : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Equipment/ Activity Title: \_\_\_\_\_

Equipment/ Activity Location: \_\_\_\_\_

Equipment/ Activity Start Time/ End Time: \_\_\_\_\_

Number of Sessions: \_\_\_\_\_

Number of people involved or affected: \_\_\_\_\_

The primary purpose of this project was:

- \_\_\_\_\_ a) education
- \_\_\_\_\_ b) enforcement
- \_\_\_\_\_ c) equipment
- \_\_\_\_\_ d) other

Please answer these evaluation questions:

1. How did your equipment/activity/project help in reducing DUI?
  
  
  
  
  
  
  
  
  
  
2. Where did you report your project and the funding by the DUI Task Force?  
Please attach documentation.

**- end of form -**